

“Shawnee” County: Governor makes all declarations.
Essential and Non-Essential State Employees for Inclement Weather Declarations

Communication:

Bolded
used by the
Governor.

Television

KSNT-27
KTKA-49
WIBW-13

Radio

WIBW FM 97.3
KDVV FM V100

State Human Resource Voice Mails

(785) 274-1391, 1392 & 1460
(DSN) 83-720-8391, 8392 & 8460

Agency Website:

<http://kansastag.gov/STATEHRO.asp?PageID=372>

Worksite	Unit	Essential* Staff	Non-Essential** Staff
Headquarters	Archives		All
	Command Group	Adjutant General	All others
	Comptroller		All
	Emergency Mgmt	All	
	Homeland Security		All
	Human Resources	Director	Admin Spec's
	Info Mgmt	Network Administrator on SDO's	Other user support staff.
	Public Affairs	Director	Asst. Public Affairs & Secretary
	Security	All Resource Protection Officers	Office Assistant
DOFE	Headquarters	Military Construction Analyst	All others
	Environment		All
	Planning/Programming; Design/Project Mgmt; Resource Mgmt; Contracting Branch		All
	Facilities Mgmt	Maintenance, Trade, Custodial & Utility Worker staff at all facilities	Energy manager & State Supply Mgr
	GIS		All
	Public Works	All	
	Security Sys		All
RSMS	Surface Maint		All
	USPFO		All
	Warehouse		All
190th	Civil Engineering	All except →	Real Property , Resource Adv & Off Mgr.
	Environment		All
	Fire Dept	All	
	Security Police	All Resource Protection Officers	Office Spec
AASF			All

* Expected to report for work unless otherwise notified by supervisor or authorized designee.

** Does not report to work unless work situation warrants **and** is notified by supervisor or authorized designee.

“Shawnee” County

Contingency Plan for **Essential** State Employees for Inclement Weather Declarations

Worksite	Unit	Essential Staff	Contingency
Headquarters	Command Group	Adjutant General	Work via telecommunications equipment.
	Emergency Mgmt	All	Work via telecommunications equipment. Ops Officer: Call in another trained staff member.
	Human Resources	Director	Work via telecommunications equipment.
	Info Mgmt	Network Admin on SDO's	AGR or Techs.
	Public Affairs	Director	Work via telecommunications equipment.
	Security	All Resource Protection Officers	Hold over or call in other shift RPO's.
DOFE	Headquarters	Military Construction Analyst	a) Call in other State Employees
	Facilities Mgmt	Maintenance, Trade, Custodial & Utility Worker staff at all facilities	a) Work with less. b) Call in other State employees.
190th	Civil Engineering	Facilities direct maintenance staff.	AGR & Techs.
	Fire Dept	All	a) Hold over or call in State employees. b) AGR & Techs.
	Security Police	All Resource Protection Officers	a) Hold over or call in other shift RPO's. b) AGR & Techs.

“Other” Counties

Essential and Non-Essential State Employees for Inclement Weather Declarations/Contingency

Authority: Governor, Adjutant General, Army Chief of Staff or State Human Resource Director. (Except: Active Mil. Installation Commanders)

Communication:

- All **media announcements**, other than those made by the Governor’s Office (or **AMIC’s**), must include “**The Adjutant General’s Department**” as the **employer**. Announcements may also include the individual worksite name.
- See Chart Below. (**Bolded** used by the Governor’s Office.)
- State Human Resource Voice Mails: (785) 274-1391, 1392 & 1460; (DSN) 83-720-8391, 8393 & 8460

County	Requestor	Worksite	Unit	Essential* Staff	Non-Ess**	Radio	TV	Call-in	Other/Contingency (C)
Brown	OIC	Hiawatha Armory		All		93.7 FM			Supv calls staff at home. C: AGR & Techs
Ellis	***	KDEM			All	99.5 & 103.3	KOOD -9		
Ford	***	KDEM			All	KRPB	KDCK-21		
Johnson	***	KDEM			All	All major	All major		
Leavenworth	OIC	BCTC		All					Supv calls staff at home. C: AGR & Techs
Reno	OIC	Hutch Armory		All					Supv calls staff at home. C: AGR & Techs
Riley	RSMS Manager	RSMS			All	KMAN 1350 AM KJCK AM/FM	KSNT-27 KTKA-49 WIBW-13	239-8891, 239-0415	Calling Tree
Saline	Facilities Manager	CFTA		All		KSAL-AM KINA-AM	KAKE-10 KSNW-3 KWCH-12 WIBW-13		Supv calls staff at home. C: a) Work with less b) AGR & Tech
	OIC	KSRTI		All					Supv calls staff at home. C: AGR & Techs.
	KDEM Deputy Director	Crisis City							Supv calls staff at home.
Sedgwick	***	Civil Air			All	KFDI AM/FM KRZZ FM KSJM FM	KAKE-10 KSNW-3 KWCH-12		Supv calls staff at home.
	OIC	Smoky			All				Supv calls staff at home.
	***	KDEM			All				
	KSRTI OIC	CFMO-SAL-PW		All					Supv calls staff at home.
	KSRTI OIC	RSMS			All				Calling Tree
	<i>McConnell AFB Commander or Wing Commander</i>	184 th	Civil Eng	All except →	Custodial Real Propty Eng Techs Procurement				Supv calls staff at home. C: a) Work with less. b) AGR & Techs.
	***	KDEM	Security		All				Supv calls staff at home.
					All				

OIC: Officer-in-Charge

* Expected to report for work unless otherwise notified by supervisor or authorized designee.

** Does not report to work unless work situation warrants **and** is notified by supervisor or authorized designee.

*** Follows declarations for the local Social and Rehabilitation Services (SRS) Office that will be announced on various local media outlets.

C – Contingency Plan